

OFFICE ASSISTANT I OFFICE ASSISTANT II

CLASSIFICATION DEFINITION

Performs a variety of general or specialized clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services; may perform the initial applicant screening as an incidental function the Department's automated system; and performs related work as required.

Office Assistant I

Working under close supervision, Office Assistant I is the entry/trainee level in the Office Assistant series. Employees in this class receive in-service training and are given detailed instructions in the performance of routine clerical duties related to filing, reception, form processing, record maintenance, mail, and typing or data entry and performs tasks that are more structured and repetitive than those assigned to level II. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to the Office Assistant II level after one year of satisfactory performance at the trainee level.

Office Assistant II

Working under general supervision, Office Assistant II is the journey level in the Office Assistant series. Employees at this level are expected to be fully qualified and able to perform difficult and responsible office support work within the framework of established work methods and procedures and to use independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations, referring non-procedural questions to the supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Office Assistant I, or if filled from the outside, require prior related experience.

The Office Assistant II differs from the Office Assistant III by the level of supervision received, the scope and effect of functions performed, the degree of independence exercised, and the complexity of work assigned. The Office Assistant III may also be assigned lead worker duties, or screening duties on a consistent rather than incidental basis. The Office Assistant series differs from the Account Clerk series in that the primary duties of the Account Clerk involve the application of mathematical skill and ability in the use of financial, numerical and statistical data and information. The Office Assistant class performs a wide variety of general office support duties in which the use of mathematical ability is incidental to the primary function and most frequently performed duties.

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Office Assistant I, duties are performed at the trainee level.

- Assists the public in person or by phone.
- Answers inquiries related to department services, programs, and operations.
- Obtains information, resolves discrepancies or errors, disperses relevant information, or refers client to the appropriate personnel or location; explains the proper use of forms and documents.
- Screens and distributes incoming mail and sends out informational materials and letters.
- Screens and routes telephone calls.
- Schedules appointments.
- Produces notices, reports, letters, legal documents, fiscal, or statistical information
- Processes, maintains, and prepares forms, records, reports, and control logs.
- Maintains department files.
- Researches and assembles information.
- Verifies that information or data is complete, accurate, and consistent.
- Identifies and corrects deletions or errors.
- Updates and deletes information.
- May operate automated systems where the routines and procedures require limited interpretation and application development within pre-established guidelines and structure.
- Verifies data on source documents and edits for conformance to specifications.
- Accesses and updates records.
- Produces statistical, data processing, and production related reports.
- May perform initial application screening function on an incidental basis.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of:

- Modern office practices, methods, procedures, and automated systems.
- General goals and purpose of the Department's programs.
- English grammar, vocabulary, spelling, and punctuation.
- Filing systems.
- Common word processing, spreadsheet, and database software packages.

Ability to:

- Answer a variety of questions related to department programs and processes.
- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Enter data accurately into automated system.

- Communicate effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds.
- Establish and maintain effective working relationships.
- Locate, identify, and correct inaccurate or incomplete information.
- Follow written and oral directions and instructions.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Office Assistant I:

Experience and/or training in an office setting, paid or unpaid, related to filing, reception, processing mail, typing, data entry, answering telephones, assisting the public or other office support duties.

Office Assistant II:

One (1) year of full-time experience performing clerical duties in an office environment.

SPECIAL REQUIREMENT

Some positions may require the ability to type at a net corrected speed of 45 words per minute.

Some positions may require possession of special language and culture skills as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.